

DEPUTY DIRECTOR OF LABOR RELATIONS

Rev. 8/00
Erie County
C229
PJC
JG XV
DJW/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting with the administration of the County's labor relations program. This is technical personnel/labor relations work involving responsibility for participating in the development and conduct of the County's Labor Relations program. Work is performed under the direct supervision of the Director of Labor Relations with leeway permitted for the exercise of independent judgment. Supervision is exercised over clerical personnel, and project supervision is exercised over employees of other departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with the development and administration of the County's program to promote effective employee management relations;

Participates in collective bargaining negotiations with employee groups and provides background material relative to results of salary, fringe benefits and personnel practice surveys;

Provides assistance in the resolution of employee grievances;

Confers with departmental representatives regarding the interpretation of contract clauses, personnel policies, handling employee grievances, discipline procedures, and employee relations program;

Supervises and participates in the conduct of projects implementing various aspects of the County's labor relations program including wage and benefit surveys, training sessions for supervisors, allocating titles into bargaining units, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public personnel administration;

Good knowledge of established labor-management practices;

Working knowledge of Federal labor laws, Taylor law, Civil Service Law and practices;

Ability to make special studies and prepare reports;

Ability to deal effectively with management, employees and union representatives;

Ability to express oneself clearly and concisely both orally and in writing;

Tact;

Initiative;

Physically capable of performing the essential functions of the position with or without reasonable accommodation.

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MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, and in addition, one of the following, either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Labor Relations or a closely related field, and two (2) years of labor relations experience, one (1) year of which was gained in the public sector; or:
- B) Three (3) years of labor relations experience, one (1) year of which was gained in the public sector; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements